



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IV	Out of Home Placement	
Chapter:	B	Resource Care	12-2-2014
Subchapter:	3	Resource Family Parent Training	
Issuance:	300	Resource Family Parents as Co-Trainers	

Purpose:

This issuance establishes policy and procedure for resource family parents as co-trainers for the Department of Children and Families Resource Family Pre-Service Training programs, which include: Parent Resources for Information, Development, and Education (PRIDE) and Traditions of Caring (TOC).

Authority:

- N.J.A.C. 10:122B-5.1

Policy:

A) Resource Family Parents as Co-Trainers

The Local Office RFSU trainer is required to utilize an experienced, licensed resource family parent as a co-trainer for pre-service trainings. The co-trainer must be in good standing with the Division and certified as a co-trainer, having successfully completed the PRIDE, Train-the-Trainer training.

B) Payment for Resource Family Parents as Co-trainers

Co-trainer receives payment of \$50.00 per PRIDE training session; \$100 for a full day session.

C) PRIDE Train-the-Trainer

Completion of PRIDE, Train-the-Trainer training is a requirement for resource family parent co-trainers. Payment for each full day of Train-the-Trainer is \$100 per session.

Child care and mileage, at the established rates, are available for resource family parents who attend the PRIDE, Train-the-Trainer training.

Procedures:

A) Reimbursement of Payment for Co-training

The RFSW provides the resource family parent with a State of New Jersey Payment Voucher, PV 6/93, and a W-9 Form to be completed by the resource family parent.

The resource family parent completes and signs the Payment Voucher and W-9 Form and returns them to the RFSW. The RFSW and his or her Supervisor review the forms for accuracy. The Supervisor signs and forwards the forms, along with a copy of the PRIDE training attendance roster, in an inter-office envelope, to:

Office of Accounting

CC: #973

Upon receipt of the completed and signed Payment Voucher, PV 6/93, W-9 Form and copy of the PM-Service training attendance roster, the Office of Accounting, staff processes for payment.

Incomplete documents are addressed by the RFSW/Supervisor with the resource family parent in a timely manner for resolution.

A) Reimbursement for PRIDE and TOC Train-the-Trainer Training, Child Care and Mileage

The RFSW provides the resource family parent with a Payment Voucher, PV 6/93; and W-9 Forms. Once completed, the RFSW and his or her supervisor review the forms for accuracy and approval. The Supervisor signs and forwards the forms, through interoffice mail, to the Office of Accounting, CC# 973, for processing along with a copy of the attendance roster of the PRIDE/TOC Train-the-Trainer training.